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WAR FOOD ADMINISTRATION  
Office of Marketing Services  
Washington, 25, D.C.

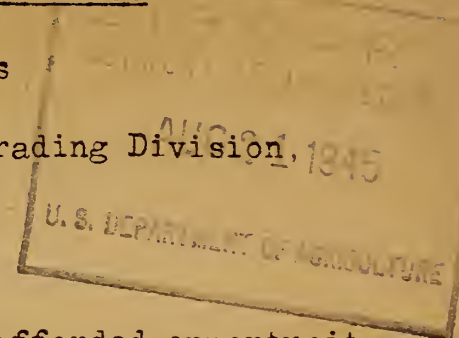
May 8, 1945

MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. AD-99

To: All Market News and Meat Grading Offices

From: Fred J. Beard, Chief, Market News and Grading Division,  
Livestock and Meats Branch

Subject: Annual Leave



It is the desire of this office that each employee be afforded opportunity for fourteen days' annual leave, plus travel time, this year. Insofar as personnel assignments and needs of the service permit, we prefer to grant leave at times most acceptable to the employees.

We are now entering the period when the markets require less than average time and attention for satisfactory coverage. This is particularly true in the hog market. In view of these conditions it will be appreciated if employees will select a comparatively early period of leave.

In the approval of annual leave this office must give consideration to the fact that relief reporters must be supplied for at least 13-one-man stations. To accomplish this, stations having three or more reporters must be drawn upon for relief. In addition, we must schedule leave periods at these one-man stations in a way that will require only a minimum of travel.

Officers in charge will immediately survey market news technical personnel and ascertain the first and second choice of periods for annual leave and forward a schedule to this office as early as convenient. Offices having two or more reporters should indicate whether the periods of leave chosen can be handled without the assistance of a relief reporter.

With reference to meat grading personnel, the meat purchases will be markedly reduced during the next several months. Therefore, it is highly desirable to have all CCC graders take their accrued annual leave provided not more than 14 days, plus travel time, are granted for any one period. Commercial graders should also be granted a similar period of leave at a time when they can best be spared. It is probable that many of the graders would prefer to work in their leave on Saturdays or on days during the week when grading is light. The appropriate periods can be worked out by the grader in charge, keeping the grader's interest in mind as much as possible.

In the matter of annual leave, it is desired that all officers in charge follow the policy previously outlined, that they are authorized to grant a maximum of 5 days' annual leave at any one time. For leave in excess of 5 days, prior approval should be secured from this office.

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Annual leave for clerical employees should be worked out at each office. So far as is possible leave should be scheduled so that a minimum of temporary clerical help is necessary, on account of the difficulty in securing anyone to work short periods. It is recognized, however, that offices having only one clerical employee will need to employ temporary clerical assistance.

Fred J. Brand